



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

May 24, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Threat Reduction Advisory Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Threat Reduction Advisory Committee* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Committee's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, reading "Frank M. Wilson", is positioned above the printed name.

Frank M. Wilson
Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter

CHARTER THREAT REDUCTION ADVISORY COMMITTEE

1. Committee's Official Designation: The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as "the Committee").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Committee.
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to combating weapons of mass destruction, as set out in (4) below.
4. Description of Duties: The Committee shall provide the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics, and the Director of the Defense Threat Reduction Agency, independent advice and recommendations on the following:
 - a. Reducing the threat posed by nuclear, biological, chemical, conventional and special weapons to the United States, its military forces, allies and partners;
 - b. Combating weapons of mass destruction to include non-proliferation, counterproliferation and consequence management;
 - c. Nuclear deterrence transformation;
 - d. Weapons effects; and
 - e. Other Office of the Under Secretary of Defense for Acquisition, Technology and Logistics, and Defense Threat Reduction Agency mission-related matters.

The Under Secretary of Defense for Acquisition, Technology and Logistics shall be authorized to act upon the advice and recommendations of the Committee.

5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense through the Under Secretary of Defense for Acquisition, Technology and Logistics.
6. Support: The Department of Defense, through the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics, and the Defense Threat Reduction Agency, shall provide support as deemed necessary for the Committee's performance, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$547,972.00, and 2.5 full-time equivalents (FTE).

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all committee and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Committee meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years
11. Termination: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Committee shall be composed of not more than 30 members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, and weapons of mass destruction.

The Committee members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

With the exception of travel and per diem for official travel, Committee members shall normally serve without compensation, unless the Secretary of Defense authorizes compensation for a particular member(s).

The Under Secretary of Defense for Acquisition, Technology and Logistics shall select the Committee's Chairperson from the Committee membership at large.

13. Subcommittees: With DoD approval, the Committee is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other governing federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee

for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee; nor can they report directly to the Department of Defense or any federal officers or employees who are not Committee members.

Subcommittee members, who are not Committee members, shall be appointed in the same manner as the Committee members.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: